

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
11 February 2013

Attending: Robert Parmenter, Vice-President/Treasurer, Rebecca Pahl, Bryan Richmond, Janna Shillinglaw, Rita Stein, Stella Suib and Gail Sacco, Clerk .

Absent: Rob Kent

Others Attending: Joyce Laiosa

MINUTES: The minutes of the meeting held on January 22, 2013 were presented to the board.
M (RCP) S(SS) P: TO APPROVE THE MEETING MINUTES OF JANUARY 22, 2013.

WARRANTS AND TREASURERS REPORT:

No warrants or treasurers report due to the Trustee meeting being held a week early, due to school holiday next Monday. January financial reports will be included in March board information.

DIRECTOR'S REPORT:

M (RS) S(JS) P: TO TRANSFER \$7,500 FROM THE DONATION ACCOUNT TO THE BUILDING EXPANSION ACCOUNT.

Friends of the Library: The library has moved the postal permit from the Voorheesville Post Office to the Karner Road Post Office. This was done because of several factors, the 2 major ones being; the customer service at the Voorheesville Post Office is unacceptable and the Karner Road Post Office, because it is the bulk mail hub for the area, has lower rates available.

Gail Sacco has included the Friends of the Library minutes in the Board of Trustee packet. Ms. Sacco attended the January FOL board meeting and spoke with them about designating someone to attend a BOT meeting. They were not clear if they would be doing this, but did invite BOT members to attend their board meetings.

The Friends of the Library will be having a one day book sale in April. Judy Strauss, volunteer chairperson, is diligently working on finding volunteers to do set up and work the book sale.

NYS Grant: NYS has allowed us to re-purpose the \$51,000 grant that Gail Sacco was able to obtain through UHLS. The board will be using the money to replace the roof of the library within the next 3 years. This will be matching funds and can only be used up to 50% of the cost.

Gail Sacco had J. Edger Roofing examine the roof and give an estimate on how much it would cost to replace it. The estimate came back at \$109,000, so we should be able to use the entire \$51,000. We have 3 years to decide how this will be paid for.

Library Circulation: Circulation has been steadily rising. eReaders have been circulating more. Ms. Sacco has done some research into putting magazines on an eReader. It will be a drastic difference from paper circulation. We would be limited in the number of circulations and the number of simultaneous users.

PAWS for Reading: Gail Sacco wanted the board to understand that, while Gail Brown has been given a full time position at the library, she is still doing the PAWS for Reading program as a volunteer.

Retirements: Suzanne Fisher is retiring in March, Julie Stump is retiring in June, Kathleen Tyrrell is getting married in April and Joyce Laiosa is retiring in November. Gail Sacco has not decided how she will be filling these positions. She is sure she will not hiring 3 Librarians III to replace them, but will be restructuring the positions to better suit the library.

Gail Brown will be taking over the Fiction Book Discussion. Joyce Laiosa has graciously offered to do the scheduling for adult services while the library is in transition.

Ann Geiner has been hired as both a consultant and an employee. She is on the substitute list for Albany County Librarian I. Ann will be doing the Babygarten and Toddler Town programs for Amy Dubrey, while Amy is on maternity leave. Ann will also be working part time on the reference desk, probably starting in March. She can only work for 3 months and it is calculated by the day, not the hours.

Gail Sacco is most concerned with the management of the collection and displays, which Suzanne Fisher handled.

2013-2014 Budget: The budget was discussed, but no conclusions were made.

The current budget looks good, half way through.

Insurance: It has been the library policy to allow anyone hired before 2007 and not using our single health insurance coverage to receive 50% of that premium as a buy back. Gail Sacco has asked the board to consider allowing anyone, regardless of their hire date, to receive that buy back, or a portion thereof.

Capital Improvements: Gail Sacco asked the trustees to think about funding 3 major improvements for the coming year:

- 1) The new roof, with the \$51,000 matching funds would cost about \$57,000, barring any unforeseen problems. We have 3 years to use these matching funds.
- 2) \$10,000 to fill the driveway potholes and re-seal the parking lot.
- 3) \$5,000 for a 12 x 20 shed, to be installed in the front parking lot.

A few other improvements mentioned were \$2,000 to re-face the chimney and \$3,000-\$5,000 for a device, installed on a computer, to read microfilm and digitally scan pictures into a

computer. Also, one of the trustees mentioned that additional lighting was needed in the front parking lot.

Executive Session: The Board moved into Executive Session at 8:30 p.m. to discuss personnel issues.

M() S() P: TO ADJOURN MEETING AT 9 P.M.

Respectfully Submitted,

Gail Alter Sacco, Clerk